

*Records*  
**RETURN TO**  
RECORDS MANAGEMENT DIVISION

Chief, Management Staff

23 December 1954

Chief, Records Management Division

Records Management Survey of the Office of the General Counsel

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1. A records management survey of the records of this office was started by Mr. [REDACTED] and his report forwarded to the General Counsel for approval and concurrence. After submission of this report, Mr. [REDACTED] was taken ill and Mrs. [REDACTED] was assigned the task of following up on the project.

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2. The Records Control Schedule covered both record and nonrecord material amounting to 568 linear feet. It is estimated that 9% of the total accumulations are of temporary value. The permanent material amounts to 7%. The remaining 84% consists of library material, part of which is the property of the office personnel.

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3. In addition to the disposition plan, a file plan for the office subject file was recommended and approved. Mrs. [REDACTED] assisted in setting up the file and also trained personnel in its use. A Regulatory Index File was also established for selected legal opinions and decisions.

4. The report as a whole was accepted, and the office expressed its appreciation for the assistance rendered by members of the staff.

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